

CITY OF AUGUSTA
EMPLOYEE OF THE MONTH NOMINATION FORM

NOMINATED FOR THE MONTH OF _____
CANDIDATE'S NAME: _____
DEPARTMENT / DIVISION: _____
LENGTH OF SERVICE: _____ DATE HIRED: _____
JOB TITLE: _____
REGULAR JOB DUTIES: _____

WHY DOES THIS EMPLOYEE DESERVE TO BE THE CITY OF AUGUSTA EMPLOYEE OF THE MONTH?

REASON FOR NOMINATION

(if additional space is needed - please attach information to form)

LIST OUTSTANDING ACCOMPLISHMENTS (INCLUDE AWARDS, LETTERS OF APPRECIATION, ETC.)

LIST ANY EXCEPTIONAL SERVICE TO THE COMMUNITY

PERSONAL INFORMATION

(list information about family status - such as name of spouse/children, etc.)

Signature of Employee Making the Nomination

Date

Contact Number

Immediate Supervisor's Signature

Date

Contact Number

Department Director (Signature Required)

Date

Contact Number

**THIS FORM MUST BE SIGNED BY THE DEPARTMENT DIRECTOR.
IF NOT, THE NOMINEE WILL NOT BE CONSIDERED FOR SELECTION.**

CITY OF AUGUSTA

CRITERIA FOR THE SELECTION OF THE EMPLOYEE OF THE MONTH

In order to reward the City of Augusta Employees for exceptional performance and as an incentive to be a better worker for the City of Augusta, an Employee of the Month Award was established.

Each month, one (1) employee with the City of Augusta will be honored and will receive the City of Augusta Employee of the Month Award, a personalized letter of congratulations from the Mayor and one (1) day approved leave with pay. (A copy of the letter will be placed in personnel file.) The City of Augusta Employee of the Month will be notified by the Employee of the Month Committee and the award will be presented at the Regular Commission Meeting and a Press Release will be issued.

PROCEDURE:

- 1) Any Full Time employee with the City of Augusta can be nominated for the City of Augusta Employee of the Month.
- 2) Any Full Time employee with the department may make the nomination for the City of Augusta Employee of the Month. The immediate supervisor of the nominated employee shall rate the employee and have it signed by the Director of the Department (**This form must be signed by the Department Director**). Completed forms must be sent to Human Resources: Attention / Employee of the Month Nomination Nominations **must** be sent to the Human Resources by the 5th of each month in a sealed envelope.
- 3) Nomination forms are available from the Human Resources Department, Committee Members and are available City of Augusta Web page.
- 4) The winner of the City of Augusta Employee of the Month will be announced at the next scheduled Commission meeting.

SELECTION COMMITTEE: One (1) representative from each group will serve on the selection committee

Group # 1

911	Animal Control	Clerk of Commission	RCCI	Extension Service	Fire Department
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Group # 2

Airport	E.E.O.C.	Fleet Maintenance	Public Works	Trees & Landscape	Utilities
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Group # 3

Forestry	Library	License and Inspection	Recreation	Transit / Transportation	
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Group # 4

Emergency Management Service Development	Finance	Housing & Economic Development
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Human Resources / Risk Management	Information Technology	Purchasing
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Group # 5

Appointed Departments	Board of Elections	City of Augusta Administration
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Elected Officials	Human Relations	Jury Clerk
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Marshall's Department	Mayors Office	
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SUGGESTIONS FOR SELECTING CITY OF AUGUSTA EMPLOYEE OF THE MONTH

- 1) Job Performance - **Above and beyond** what is required for particular job.
- 2) Cost Saving Ideas - Ideas which will **save the department money or increase productivity**.
- 3) Safety Hazards Spot or Safety Ideas - Ideas that will help **reduce accidents / incidents**.
- 4) Cooperation / Relationship with the Public -

CONSIDER THE FOLLOWING WHEN NOMINATING AN EMPLOYEE

Job Knowledge	Dependability / Punctuality	Quality of Work	Safety Conscious
Attitude/ Conduct	Initiative & Ingenuity	Appearance	Cooperation / Relationship with the Public
Willingness to Accept Extra Duties Cooperation with Fellow Employees			

For further information call or Email:

Chris James	Fire Department	821-1648	(Group # 1)
Jim Williamson	Public Works	796-5040	(Group # 2)
Lynda R. Hand	Recreation & Parks	796-5025	(Group # 3)
Joyce C. Ford	Augusta Housing & Economic Development	821-1791	(Group # 4)
Moses McCauley	Human Resources Department	821-2851	(Group # 4)
Teresa Dixon	Marshall's Department	821-2368	(Group # 5)

Please Note: Any changes will be made to improve this program as deemed appropriate by the committee.

City of Augusta Employee of the Year:

One (1) Employee of the Year will be selected each year. The employee of the Year will be selected from the winners of the City of Augusta Employee of the Month Program. A special award will be presented to the Employee of the Year.

Created: August 2000

REVISED: February 10, 2005